

DATE: 02/09/2011
To: Teachers Achieve 21
Re: Information/Forms Package

In order to process your **Achieve 21** payrolls in a timely fashion, please use the following guidelines when submitting your paperwork.

1. Use one work record per Pay Period. Fill out work records according to the Pay Period Schedule.
2. Attach class list or sign-in sheet for each day taught.
3. Get appropriate signatures.(yours and principal's)
4. Submit **originals** to BOE **when payrolls are due.** (no faxes or duplicates will be accepted)

In the past there have been problems about getting these payrolls turned in on time. Attached is information about some of the services that your credit union can provide to you. A savings account is one of them as well as a summer pay club. There is no cost to join. Please contact them with any questions.

**Thank you for all you do to help
our children get quality educations!**

Mingo County Schools
School Year 2010-2011
Cover Sheet for Payroll

Achieve 21

Name: _____

Payroll Ending Date: _____

Employee ID Number: _____

Total of Hours Taught _____ at \$30.00 per Hour = _____

Teacher's Signature

Principal's Signature

Attach completed work record and class sign in sheet(s) to this.

Code: 71.52120.11119.112._____

Check off list -- for your convenience

- Cover Sheet
- Work Record
- A class list for EACH day taught
- Is this submitted by payroll deadline?

Mingo County Schools

Work Record 2010-2011

Name _____

Classification: Achieve 21 Teacher

Address _____

Employee Number _____

Location: _____

Payroll Date: _____

Regular Work Hours: _____

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								
Hours								Total Hours

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								
Hours								Total Hours

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								
Hours								Total Hours

I was officially employed as stated above and worked the hours indicated.

Employee

I attest to the work record stated above.

Principal or Supervisor

2010-11
MINGO COUNTY SCHOOLS
PAY PERIOD SCHEDULE

BEGINS	ENDS	DUE	PAID	DAY PAID
8/18/10	8/31/10	8/31/10	9/15/10	Wednesday
9/01/10	9/14/10	9/14/10	9/30/10	Thursday
9/15/10	9/28/10	9/28/10	10/15/10	Friday
9/29/10	10/12/10	10/12/10	10/29/10	Friday
10/13/10	10/26/10	10/26/10	11/15/10	Monday
10/27/10	11/09/10	11/09/10	11/30/10	Tuesday
11/10/10	11/23/10	11/23/10	12/15/10	Wednesday
11/24/10	12/09/10	12/09/10	12/22/10	Wednesday
11/24/10	12/09/10 (12 days)	12/09/10	12/22/10	Wednesday
12/10/10	12/24/10	12/24/10	1/14/11	Friday
12/10/10	12/24/10 (11 days)	1/13/11	1/28/11	Friday
12/27/10	1/13/11	1/13/11	1/28/11	Friday
12/27/10	1/13/11 (14 Days)	1/13/11	1/28/11	Friday
1/14/11	1/27/11	1/27/11	2/15/11	Tuesday
1/28/11	2/10/11	2/10/11	2/28/11	Monday
2/11/11	2/24/11	2/24/11	3/15/11	Tuesday
2/25/11	3/10/11	3/10/11	3/30/11	Wednesday
3/11/11	3/24/11	3/24/11	4/15/11	Friday
3/25/11	4/07/11	4/07/11	4/22/11	Friday
4/08/11	4/21/11	4/21/11	5/13/11	Friday
4/22/11	5/12/11	5/12/11	5/27/11	Friday
4/22/11	5/12/11 (15 days)	5/12/11	5/27/11	Friday
5/13/11	5/26/11	5/26/11	6/15/11	Wednesday
5/27/11	6/09/11	6/09/11	6/30/11	Thursday
6/10/11	6/30/11 (15 days)	6/10/11	6/30/11	Thursday

THE ABOVE DATES ARE SUBJECT TO CHANGE

NOTE: PAYROLLS HAVE TO BE RECEIVED ON DUE DATE IN ORDER
TO BE PROCESSED FOR PAYMENT

Mingo County Education Federal Credit Union

Knowledge is Power

Who are we?

Mingo County Education Federal Credit Union, serving its members since 1977. We serve only the employees of the Mingo county Board of Education and their families.

Who is eligible for membership?

Any employee of the Mingo County Board of Education, including private school employees. Immediate family members are also eligible for membership.

Credit Union Services

Your credit union offers a variety of services including the following:

Savings

- Regular savings account, also know as "shares"
- Christmas Club account
- Vacation Club account
- Summer Pay Club account

Loans

- New Auto Loans
- Used Auto Loans
- Share Secured Loans
- Signature Loans
- ATV Loans

Educational and Promotional

The credit union has a promotional program that lets you earn money for enrolling your fellow employees. If you are interested please call the credit union.

Additional Information

- You must be a member of the credit union for 90 days in order to apply for a loan. For a list of loan requirements please call the credit union.
- The credit union does collect a credit report for each loan and reserves the right to decline any loan request for failure to meet loan guidelines.
- All of our savings accounts are interest bearing accounts. The interest is calculated on a daily basis and posted once per quarter, on the last day of each quarter.
- Our Summer Pay Club works the same as the Board of Educations 24 pay system except that you receive interest on the account during the year which will be applied to your paycheck during the summer. Four checks will be mailed that will arrive on or before the due dates of the 15th and the 30th of both July and August each year. For more information contact the credit union.
- Christmas Club checks will be mailed in late October or early November.
- The credit union will close at 3:45 p.m. every third Tuesday of the month to hold a board meeting, please plan accordingly.
- All members are covered with a \$3000 death benefit.

Credit Union Hours

The credit union is open from 10 am until 4:30 pm on Tuesdays and Thursdays. If you need to make arrangements to pick up a check or other documents on another day please call the credit union to work out those arrangements.

Michelle 304 239-0547